

RON THORNBURGH
Secretary of State



Memorial Hall, 1st Floor
120 S.W. 10th Avenue
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(785) 296-4564
www.kssos.org

STATE OF KANSAS

Vacancy Announcement

Position: Law Clerk

Division: Secretary of State Legal Division

Type of position: Part-time

Summer hours: Monday – Friday, 8:00-5:00 (flexible)

School hours: Flexible

(approximately 15-20 hours per week)

Responsibilities:

The successful candidate will review legal documents, perform legal research, complete special projects, answer general information inquiries, generate correspondence, and assist the deputy assistant secretary of state - legal counsel with miscellaneous duties.

Qualifications:

Enrollment in an accredited college or university law school degree program.

- Must be second or third year student who has completed Business Association.

Salary:

\$11.00 per hour

Contact:

Christy Myers at 785-296-2034 or visit our web-site at www.kssos.org and download an application. Please provide a writing sample when you return your completed application.

Application deadline is March 27th.